



PERSONNEL ISSUES & YOU

UPPS Newsletter 2008-5

June 2008

Message from the Director

Summer is almost here and we've amazingly experienced a mostly normal spring! I hope everyone is getting a chance to enjoy this beautiful weather as it will most likely turn HOT really soon!

Lots of changes are taking place as we have many individuals retiring throughout state government and in turn are having many new faces joining our team. Please be sure to keep us informed of any Human Resource Administrator changes so we can keep the listing of Agency Personnel and Payroll Staff Contacts as current and up-to-date as possible. You can access that listing at <http://personnel.ky.gov/NR/rdonlyres/28E34730-D5D7-4D50-9260-A2534C4109B9/0/PersPayList1.pdf> to view your current information. If you find anything that needs to be changed, please notify Myrissa Patton at MyrissaD.Patton@ky.gov.

Thank you!

Mary Elizabeth Harrod

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Classification & Compensation

Governor's Wage Equity & Increments: July 1, 2008

Effective July 1, 2008, there will be no continuation of the Governor's Wage Equity Plan. Therefore, the salary schedule which was effective July 1, 2007 will remain the same. Additionally, beginning July 1, 2008, annual increments will be one percent (1%).

Branch Staff Assignments:

In light of Peggy Brady's retirement, which was effective on May 31, 2008, The Classification/Compensation Staff Assignments and Agency Assignments for Reorganization Purposes listings have changed. David Onkst will replace Peggy on those listings and can be reached at 502/564-5293 or by email at David.Onkst@ky.gov. Please refer to our website for those complete listings. <http://personnel.ky.gov/info/persinfo/default.htm>

Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management



RETIRING SOON? PLAN AHEAD

Planning to retire in 2008 and want to defer your payment(s) for accumulated leave time to Kentucky Deferred Compensation? Be sure to contact your local Kentucky Deferred Compensation Plan Service Representative or the Marketing Office in Frankfort **60 days in advance of your planned retirement date.**

If you are coming to our Frankfort Office to complete the necessary paperwork, we encourage you to make an appointment with our Marketing staff. An extremely heavy workload is anticipated throughout 2008 and by providing us with 60 days advance notice, will help ensure you receive the service you need.

YOU MUST COMPLETE and SIGN a Participation Agreement far enough in advance for us to notify your payroll department prior to the issuance of the check for your accumulated leave. Merely notifying us of your intention to defer will not allow you to defer any payment for accumulated leave.

PURCHASING SERVICE CREDIT?

If you want to transfer dollars from your Kentucky Deferred Compensation account to KRS, KTRS, Legislative or Judicial Form Retirement in order to purchase service credit, you will need to submit the Direct Transfer/Rollover form required by your retirement system to our Frankfort office. For example, KRS requires a completed and signed Form 4170. Be sure to properly complete your section of the form before submitting to our office.

Any purchase of service credit begins with your retirement system. You will need to see them and obtain the necessary forms and cost calculation information before we can assist you. To ensure you receive the service you need to complete the transfer in a timely manner, please do not wait until the last minute to submit your form or see a Payout Counselor. For further information, please call our Customer Service Center, toll free, at 800.542.2667, or in Frankfort at 573.7925.

Upcoming Payroll Schedules

June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 May 16-31 Manual pay & health ins. update	3 May 16-31 Manual pay & health ins. update	4 May 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	5 May 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	6 May 16-31 No Update	7
8	9 May 16-31 Update/ health ins.	10 May 16-31 Update/ health ins.	11 May 16-31 Update/ health ins. Last day p1's can be approved for supp payroll.	12 May 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13 May 16-31 No Update PAYDAY	14
15	16 Jun 1-15 Manual pay & health ins. update	17 Jun 1-15 Manual pay & health ins. update	18 Jun 1-15 Manual pay & health ins. Update Last day p1's can be approved for payroll.	19 Jun 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20 Jun 1-15 No Update	21
22	23 Jun 1-15 No Update	24 Jun 1-15 Update/ health ins.	25 Jun 1-15 Update/ health ins.	26 Jun 1-15 Update/ health ins. Last day p1's can be approved for supp payroll.	27 Jun 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28
29	30 Jun 1-15 No Update PAYDAY END OF QUARTER & FISCAL YEAR					

July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 JUN 16-30 Manual pay & health ins. update	2 JUN 16-30 Manual pay & health ins. update	3 JUN 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 JUN 16-30 STATE HOLIDAY INDEPENDENCE DAY	5
6	7 JUN 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	8 JUN 16-30 No Update	9 JUN 16-30 Update/ health ins.	10 JUN 16-30 Update/ health ins.	11 JUN 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12
13	14 JUN 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 JUN 16-30 No Update PAYDAY	16 JUL 1-15 Manual pay & health ins. update	17 JUL 1-15 Manual pay & health ins. update	18 JUL 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19
20	21 JUL 1-15 Manual Pay update files go down at 1:00 and remain down. RUN PAYROLL	22 JUL 1-15 No Update	23 JUL 1-15 No Update	24 JUL 1-15 Update/ health ins.	25 JUL 1-15 Update/ health ins.	26
27	28 JUL 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 JUL 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 JUL 1-15 No Update PAYDAY	31 JUL 1-15 No Update		

Processing & Records

New Hire Reporting:

If you have been contacted by the Kentucky New Hire Reporting Center based in Atlanta, GA regarding new hire reporting requirements, please disregard such requests. The Personnel Cabinet remains in accordance with KRS 405.435 and the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42UFC653A by reporting all new hires with all requested information on a statewide basis. Individual agency response is not necessary.

If you have any questions or concerns, please feel free to contact our office at 502/564-6873.

Kentucky Human Resource Information System (KHRIS)

Demonstration:

In the May 23rd issue of the KHRIS Connection you were informed of Kentucky Human Resource Information System (KHRIS) demonstrations being offered on July 8, 9, 10, and 15th. Please note that the July 15th date has been rescheduled for July 16th. A meeting invitation will be sent prior to these dates.

PERSONNEL CABINET TELEPHONE LISTING, JUNE 2008

OFFICE OF THE SECRETARY, 3rd Floor (564-7430)
Secretary Nikki Jackson. Wayne Harman, x 564-6797
Deputy Sec. Tim Longmeyer Jamie Allen, x 564-9657
Misty Bevins-Reynolds, x 564-6798 Tina Goodman, x 564-5973
Sonja Cox, x 564-6791 Missy McCray, x 564-6817
Crystal Pryor, x 564-9653 Tammy McNew, x 564-5923

OFFICE OF ADMINISTRATIVE SERVICES, 3rd Floor (564-7430)
EXEC DIRECTOR'S OFFICE **ADMINISTRATIVE SERV.**
Burr Lawson. Walt Gaffield, x 564-6749
Suzette Gash, x 564-6738 Natalie Jackson, x 564-6762
Scott McKenzie, x 564-6770 Sherry Kefauver, x 564-3638
Rachel Kennedy, x 564-6740
Elinda Manley, x 564-6758

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)
Dan Egbers. Joe Cowles, x 564-6804
Dinah Bevington, x 564-6780 Tanya Lawrence, x 564-6783
Sue Britton, x 564-6773

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7911)
Mary Hook. **SAFETY PROGRAM**
Mary Greenwell, x 564-6815 Scott Gasser, x 564-6814
Dana Harvey, x Lee Cowherd x 564-6811

DIVISION OF EMPLOYEE BENEFITS
3rd Floor
WORKERS COMPENSATION **LIFE INSURANCE**
(564-6847) 888-860-0302 **(564-4774) 800-267-8352**
Melissa Clay, x 564-6655 Sharon Spencer, x 564-5599
Jeffrey Hockensmith, x 564-6642 Gaye Adcock, x 564-5591
Matthew Hutcherson, x 564-6645 Michele Ellis, x 564-5592
Valerie McGraph, x 564-6648 Melinda Giles, x 564-5593
Paula Spicer, x 564-6654 Joe Hughes, x 564-5595
Jeri Payton, x 564-5596
Kim Quinn, x 564-5598

RETURN TO WORK
(564-0348)
Donna Shelton, x 564-6625
Vickie Smitha, x 564-0348

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, 3rd Floor (564-3433), 866-725-5463
Darlene Stewart, x 564-5953

EMP ASSISTANCE **WORKPLACE RELATIONS**
BUSH BLDG (564-5788) **Linda House Patrick, x 564-5974**
800-445-5327
Trina Koontz, x 223 **EMPLOYEE RECOGNITION**
Zack Culver, x 225 **Debbie Bohannon, x 564-5954**
Barbara Henderson, x 222 **Mandi Flynn, x 564-5955**
Rebecca Waddle, x 221

OFFICE OF GOVERNMENTAL SERVICES CENTER
@ Kentucky State University, 400 East Main Street
Academic Services Bldg - 4 W, Frankfort, KY 40601
Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE **TRAINING & EMPLOYEE**
Sissy Meredith **DEVELOPMENT**
Esteva Caise Draggs **Jeanne Olivas, x 243**
Catrice Clemens, x 221 **Kimberly Bynes, x 245**
Blake Wellington, x 221 **Katy Cave, x 253**
Stan Riley, x 237
PERFORMANCE MGMT **Jon Samokar, x 254**
(564-3090) **Rick Schad, x 236**
Donna Simpson, x 223

ORGANIZATIONAL DEVELOPMENT & SPECIAL PROJECTS
David Finley, x 256 **Tim Anderson, x 247**
Wes Swamer, x 227 **Wendy Campbell, x 235**
Jamille Smith, x 238

OFFICE OF HUMAN RESOURCE PLANNING
& DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE, 1st Floor (564-8000)
Michèle Lawlis Colene Elridge, x 564-6869
Amy Ernest, x 564-5305 Bruce Trent, x 564-5324

DIVISION OF EQUAL **DIVISION OF DIVERSITY**
EMPLOYMENT OPPORTUNITY **RELATIONS**
Arthur Lucas, x 564-5304

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE **INVESTMENT & RECORDS**
Robert C. Brown **Sandi Whitaker**
Pat Goodlett **Tracy Adams**
Chris Helvey **Leanne Barger**
Neal Lanham **Diane Collins**
Timothy Lanham **Amanda Hansel**
Claudia Morton **Barbara Hedrick**
Connie Smith **Amy Mosby**
Susan Pardi

PAYOUT COUNSELING **PARTICIPANT SERVICES**
Eric Simpson **Jean Henning**
Julie Gordon **Sandra Baker**
Julia Holbrook **Floyd Boler**
Kelley Peach **Mary Brouse**
April Smyth **Nida Clary**
Kristey Warfield **Carrie Howard**
Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, 3rd Floor (564-7571)
Carla Hawkins **Tonya Smith, x 564-7571**
Charles Wells, x 564-6061

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, 3rd Floor (564-6464)
Mary Elizabeth Harrod, x 564-6619 **Stephanie Carpenter, x 564-6616**
Larry Gillis, x 564-6618 **Myrissa Patton, x 564-6624**
Flo Warner, x 564-5264

PROCESSING & RECORDS **CLASS & COMP (564-5300)**
(564-6873) **Jim Lambert, x 564-6832**
Carolyn Bruce, x 564-6657 **Carla Gray, x 564-6825**
Pam Brookman, x 564-6656 **Phyllis Harris, x 564-6826**
Lisa Case, x 564-6665 **Vickie Hatchel, x 564-6831**
Sandra Darneal, x 564-6666 **Dawn Moreland, x 564-6851**
Dena McGuire, x 564-6669 **David Onkst, x 564-5293**
Mike Rice, x 564-6672 **Mark Thompson, x 564-6865**
Paula Round, x 564-6670

PAYROLL (564-6883)
Yvonne Richmond, x 564-6718
Karen Blackburn, x 564-6701
Gail Cooper, x 564-6709
Shannan Goodrich, x 564-6711
Greg McGaughey, x 564-6714
Dana Pitcock, x 564-6715

PERSONNEL CABINET TELEPHONE LISTING, JUNE 2008

DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, 1st Floor (564-6920)

Barbara Barnes, x 564-5173
Alaina Myers, x 564-

APPLICANT PROCESSING (564-8030)

Denise Jones, x 564-5225
Jena Brawner, x 564-5221
Stuart Clark, x 564-5148
Denice Driver, x 564-5223
Roger Riddell, x 564-5150
Becky Singleton, x 564-5248
Theresa Wood, x 564-5266

REGISTER (564-8030)

Rick Davis, x 564-5197
Katharine Barber, x 564-5146
Roberta Brownlee, x 564-5192
Cheri Chambers, x 564-5195
Sharen Fogle, x 564-5202
Kay Goodwin, x 564-5203
Marilyn Marshall, x 564-5276
Sharon Smither, x 564-5207
Kay Wallace, x 564-5214
Lucy Wheeler, x 564-5220

DIVISION OF HUMAN RESOURCE PROJECTS DIRECTOR'S OFFICE, 3rd Floor (564-4690)

Brenda Brown, x 564-6614
**KHRIS PROJECT
(564-4690)**

Michele Kays, x 564-6584
Rebecca Billings, x 564-6579
Carolyn Blankenship, x 564-7254
Randy Denney, x 564-5121
Toni Donoho, x 564-6561
Latonia Dooley, x 564-6577
Kimberly Hatter, x 564-5124
Dera Lindsay, x 564-5588
Connie Page, x 564-6585
Robbie Perkins, x 564-5127
Neil Popplewell, x 564-5140
Beth Rangel, x 564-6603
Debra Weber, x 564-5589
Rebecca Whitaker, x 564-5144
David White, x 564-7624
Laurie Wilson, x 564-6549

SPECIAL PROJECTS (1st Floor)

James Koontz, x 564-6599
Lisa Jeffrey, x 564-6713
Steve King, x 564-5529
Emily Parr, x 564-6600
Rhonda Phillips, x 564-9822
Brandon Short, x 564-6604
Angie Taulbee, x 564-7107

SYSTEMS MANAGEMENT (564-0198)

Lisa Rowe, x 564-5935
Travis Humphries, x 564-5920
Hong Lin, x 564-5986
Aaron McNulty, x 564-5919
Jason Ritter, x 564-5925
James Ross, x 564-5928
Jason Rowland, x 564-5918
Susan Stinnett, x 564-5936
Beverly Wilhoite, x 564-5943
Server Room, x 564-5171
Work Room 324, x 564-5714

Martha Sherrow, x 564-5191
Phillip Franz, x 564-5299

EMPLOYMENT COUNSELING (564-8030)

Karen Mixson, x 564-5291
Shona Alderson, x 564-5268
Todd Baggarly, x 564-5270
Scotty Barker, x 564-5271
Linda Brown, x 564-5272
Carolyn Gray, x 564-5275
Debbie Hatfield, x 564-5298
Mark Kennedy, x 564-5295
Rose Nipp, x 564-5292
Maureen Travers, x 564-5294

RECRUITMENT (564-8030) Kimberly Roush, x 564-5139

Lisa Shelton, x 564-5948
IDMS

Matthew Butts, x 564-5908
Paige Gottlieb, x 564-5906
David Kaelin, x 564-5908
James Mitchell, x 564-5906

CONTRACTORS

Safdar Abedi, x No Phone
Das Akhyanshu, x No Phone
Wade Amis, x
Charu Barapatrey, x 564-6650
Andrew Bell, x No Phone
Cindy Brinsmaid, x 564-5994
Alexia Brooks, x
Eddie Brown, x
Blake Carter, x 564-6562
Chandra Cheetypalli, x 564-6448
Nitin Fuldeore, x 564-6494
Richard Gee, x 564-6689
Sandya George, x 564-5991
Seema Gilani, x 564-6608
Margo Grailich, x
Bruce Greenfield, x 564-5993
Eric Herron, x 564-5992
Wayne Holstein, x 564-6694
Joseph Hsu, x 564-6574
John Jacobson, x 564-5994
Bill Janssen, x 564-5985
Francis Kasu, x No Phone
Christine Lee, x 564-9344
Michelle Levengood, x 564-6196
Siva Mariyappan, x 564-6537
Randy Meek, x 564-5583
Venkat Mondreti, x 564-5980
MadanKuman More, x
Meyyappan Narayanan, x 564-5990
Mariya Nazginova, x
Cary Nimnicht, x
Ullir Neuwirth, x 564-5529
Satyadev Pavuluri, x No Phone
Ratankumar Pentela, x No Phone
Linkin Periera, x 564-5222
Rishabh Puri, x No Phone
Gary Ramage, x No Phone
Rod Rayment, x 564-5994
Yugandhar Reddy, x No Phone
Pradha Saradhi, x 564-5308
Patricia Schaffer, x 564-6695
Larry Sekel, x 564-6448
Pooja Shah, x 564-5921
Rajan Shetye, x 564-5942
Richard Shippley, x 564-6574
Jeff Stoddard, x 564-6531
Saishree Surendran, x 564-
Glen Tuggle, x 564-5563
Bill Whitham, x 564-6552

DEPARTMENT FOR EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2nd Floor (564-0358)

Fred Nelson
Eric Poston

Rebecca Greenwell, x 564-5494
Sharley Hughes, x 564-5488

DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (564-0358)

MEMBER SERVICES (564-6534)

888-581-8834
Linda Cloud, x 564-5656
Christie Burkhead, x 564-5610
Sherry Davis, x 564-5611
Cindy Dempsey, x 564-5518
Merla Graves, x 564-5626
Lynn Jones, x 564-5654
Clara Serafini, x 564-5643

ENROLLMENT INFORMATION (564-1205)

Nancy Knight, x 564-5530
Kim Collins, x 564-5532
Kimberly Dennis, x 564-9638
Mamatha Kotha, x 564-5554
Philip Luckett, Sr., x 564-5534
Teresa Shipley, x 564-5545
Jeffrey Wiley, x 564-5556
Christina Winans, x 564-5558

DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS (564-7101)

Cindy Stivers, x 564-6730
Paula Chisholm, x 564-6723
Bruce Cottew, x 564-6732
Vickie Poole, x 564-6724

FLEXIBLE BENEFITS (564-0350)

Donna Cordier, x 564-5601
Debbie Fraley, x 564-5602
Mae Green, x 564-5603
Jerry Jones, x 564-6731
Hannah Stanfield, x 564-5608

FINANCIAL MANAGEMENT (564-9097)

Cindy Thomas, x 564-5710
Lori Elder, x 564-5667
Beth Gebhart, x 564-5713
Lea Howard, x 564-5668
Michelle James, x 564-5669
Michael Kolokowsky, x 564-5719
Lisa Momenpour, x 564-5676
Annette Osborne, x 564-5666
Alexa Perry, x 564-5682
Brenda Roark, x 564-5699
Jonathan Smith, x 564-5683
Irma Turner, x 564-5685

Class & Comp (3 rd Flr)	FAX 564-0222
Deferred Comp	FAX 573-4494
DEI Commissioner/Member Services (2 nd Flr) ..	FAX 564-5278
DEI Enrollment Information (2 nd Flr)	FAX 564-1085
DEI Financial Management (2 nd Flr).....	FAX 564-0715
DEI Flexible Benefits Branch (2 nd Flr).....	FAX 564-0364
Employee Management, Dir's Office (3 rd Flr) ..	FAX 564-1823
Employee Relations (3 rd Flr)	FAX 564-4311
Governmental Services Center (KSU)	FAX 564-2732 / 564- 8056
KHRIS Projects (3 rd Flr)	FAX 564-1507
KEAP (Bush Building).....	FAX 564-5189
Life Insurance (3 rd Flr)	FAX 564-4034
Personnel Admin., Comm's Off. (3 rd Flr)	FAX 564-9249
Processing & Payroll (3 rd Flr)	FAX 564-5826
Performance Mgmt (KSU)	FAX 564-2675
Secretary's Office (3 rd Flr)	FAX 564-7603
Staffing Services (Director's Office) (1 st Flr)	FAX 564-3588
Staffing Services (Register) (1 st Flr).....	FAX 564-5414
Staffing Services (Emp. Counseling) (1 st Flr) ...	FAX 564-0512
Systems Management (3 rd Flr)	FAX 564-2274
Workers Comp (3 rd Flr).....	FAX 564-9119
Canteen (1 st Flr)	227-2279
Facilities Management - Jennifer Fey	330-3392 (cell)
Frankfort Police Department	502-875-8582
Frankfort City Emer (Amb, Fire & Police)	911 / 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221
Legal Conference Room 328A	502-564-3651
Personnel Admin. Conference Room 318	502-564-3654
SOB Loading Dock	564-1475
SOB Front Desk Reception	564-9749
SOB Auditorium & 1 st Floor Training Rooms	Ashley.Evans@ky.gov
State Operator	800-222-5555 / 564-3130
Personnel Answer Line	564-8339/ 866-725-5463
Quick Copy	564-2670

Personnel Cabinet Webpage "<http://personnel.ky.gov>"

Personnel Connection Webpage "<https://extranet.personnel.ky.gov>"